

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u> Executive Secretary: Public Works	<u>Revision Date:</u> 08/06
		<u>EEO Function:</u> Streets/Hiways
		<u>EEO Code:</u> Admin. Support
		<u>Status:</u> Non-Exempt
		<u>Control No:</u> 30525

II. Summary Statement of Overall Purpose/Goal of Position:

Under direct supervision of the Public Works Director, handles executive and office correspondence, maintains confidential records, prepares agendas, and performs other related duties.

III. Essential Duties

- Schedules meetings, appointments, conferences and travel for Public Works Director.
- Types various office correspondence, memoranda, and other documents for administration using word processing equipment.
- Handles personnel matters for the Public Works Department: Handles relations between Director's office and the Personnel department; maintains confidential files; processes PAF's and sends them to the Personnel office; coordinates personnel activity with the Director, Division Head, and affected individuals; enters time and maintains time sheet records.
- Attends related committee meetings, prepare agendas, contact members, take minutes and sometimes make presentation as well as participate in discussions.
- Assists in the preparation of bid specifications and their issuance to contractors.
- Responds to a variety of correspondence using own discretion with minimal direction of the director.
- Maintains and prepares agendas for Public Works Director.
- May handle various, specially assigned administrative activities as designated by the director including facilitating projects, programs, research, or report preparation.
- Handles ordering and purchasing of office supplies and some office equipment.
- Receives telephone calls and walk-in-public, directing individuals to appropriate office personnel and responding directly to matters concerning routine office business.
- Operates City Frequency Radio for contacting field employees.
- Indexes and file various documents.
- Makes photocopies.

IV. Marginal Duties

- Attends and take minutes at various department meetings.
- May transcribe minutes for meetings.
- May sort and distribute office correspondence.
- May receipt, record, and balance cash payments.
- Performs other duties as assigned.
- Occasional need to drive.

V. Qualifications:

Requirements: Valid Utah Driver's License is required.

Education: One year of secretarial or business training.

Experience: Two years prior experience in job-related secretarial or business related activities with demonstrated

competence; may substitute additional experience for education.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Correct English usage, spelling, vocabulary, and arithmetic; clerical and general office practices, procedures and equipment; AS/400 and other software currently in use by City personnel.

Responsibility for: The exercise of discretion and judgement - need to decide whether to pass-on certain privileged information or to keep it private; great responsibility for the care, condition, and use of materials and for making decisions affecting the activities of other people; putting hostile and upset people at ease and directing them to the proper person who can assist them; making appointments and agendas for the Public Works Director.

Communication Skills: Communicate effectively verbally and in writing; ability to professionally furnish and obtain information from other departments; regular and frequent outside contact with persons of high rank, requiring tact and judgement; requires well developed sense of strategy and timing; constant contact with the public presenting data that may influence important decisions; frequent contacts involving the carrying out of programs and schedules.

Tool, Machine, Equipment Operation: Type 65 wpm; requires regular use of a computer, mainframe, printer, fax, adding machine, copier, two-way radio, and telephone system; frequent use of a typewriter.

Analytical Ability: Prioritize tasks; work well under pressure; establish effective working relationships with employees and the public; relate well with a variety of persons under varying circumstances; ability to analyze a situation and make sound recommendations and decisions; may work independently on assigned projects involving simple research and data collection; report preparation and minor budget data preparation.

VI. Working Conditions

Great mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to constant exposure to deadlines; moderate physical exertion is present because of moderate stooping and kneeling required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior